

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES 1 2
2. AMENDMENT/MODIFICATION NO. A001	3. EFFECTIVE DATE See block 16C	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)	
6. ISSUED BY Contracting & Procurement Section General Services Office American Embassy Manila Seafront Compound, Pasay City 1300		7. ADMINISTERED BY (If other than Item 6) CODE		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and ZIP Code)		(√)	9A. AMENDMENT OF SOLICITATION NO. SRP380-13-R-0011	
		✓	9B. DATED (SEE ITEM 11) May 31, 2013	
			10A. MODIFICATION OF CONTRACT/ORDER NO.	
			10B. DATED (SEE ITEM 13)	
CODE	FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☒ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By 1 separate letter of telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(√)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b)
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

Solicitation No. SRP380-13-R-0011, Property Movement Services, is hereby amended to reflect the following:

1. Section 1.6, Delivery Schedule, remove Weight Certificate and replace with Volume Certificate.
2. Section 2, Contract Clauses, remove clause 52.232-34 and replace with 52.232-33.
3. Section 2, Contract Clauses, Clause 52.216-19 Order Limitations (b) (1), remove 1,000 units and replace with 10,000 units.

Continued next page...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type of print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or Print)	
		NENITA V. WHITAKER	
15B. CONTRACT/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

NSN 7540-01-152-8070

PREVIOUS EDITION UNUSABLE

STANDARD FORM 30 (REV. 10-83)

Prescribed by GSA
FAR (48 DFR) 53.243

IAW

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

SRP380-13-R-0011-A001

PAGE

2 of 2

NAME OF CONTRACTOR

4. Section 3, Solicitation Provisions, A.2., Volume II - remove 6 copies and replace with 4 copies.
5. Include Attachments 2, 3, 6 and 7.
6. The attached minutes of the pre-proposal conference conducted on June 14, 2013 form part of the amendment.
7. The attached revised pages 7, 30, 35 and 44 form part of the amendment.
8. All other terms and conditions remain the same and in full force and effect.

- (c) It is necessary to place an order to satisfy a minimum guarantee.

6. DELIVERY SCHEDULE

The following items shall be delivered under this contract.

<u>Description</u>	<u>Quantity</u>	<u>Delivery Date</u>	<u>Deliver To:</u>
Inventory List	6	Each assigned movement effort	Original - Contractor one - client four – COR
Notification of Completion of Services	1	Immediately upon completion of required services	COR
Volume Certificate	1	Submission with each invoice	COR
GOV Identity Cards	No. Issued	Returned upon expiration of contract or when an employee leaves contractor service	COR

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7. INVOICES AND PAYMENT.

- (a) Individual invoices shall be submitted for each order, accompanied by the task order. Invoices shall be submitted in an original and three (3) copies to the Contracting Officer's Representative (COR) at the following address (designated payment office only for the purpose of submitting invoices):

Financial Management Center
1201 Roxas Boulevard
Ermita, Manila

- ___ (ii) Alternate I (May 2008) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)). (Not applicable to the acquisition of commercially available off-the-shelf items.)
- ___ (36) 52.223-15, Energy Efficiency in Energy-Consuming Products (DEC 2007) (42 U.S.C. 8259b).
- ___ (37)(i) 52.223-16, IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products (DEC 2007) (E.O. 13423).
- ___ (ii) Alternate I (DEC 2007) of 52.223-16.
- X (38) 52.223-18, Encouraging Contractor Policies to Ban Text Messaging While Driving (AUG 2011) (E.O. 13513).
- ___ (39) 52.225-1, Buy American Act—Supplies (Feb 2009) (41 U.S.C. 10a-10d).
- ___ (40)(i) 52.225-3, Buy American Act—Free Trade Agreements—Israeli Trade Act (Nov 2012) (41 U.S.C. chapter 83, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, 19 U.S.C. 3805 note, 19 U.S.C. 4001 note, Pub. L. 103-182, 108-77, 108-78, 108-286, 108-302, 109-53, 109-169, 109-283, 110-138, 112-41, 112-42, and 112-43).
- ___ (ii) Alternate I (Mar 2012) of 52.225-3.
- ___ (iii) Alternate II (Mar 2012) of 52.225-3.
- ___ (iv) Alternate III (Nov 2012) of 52.225-3.
- ___ (41) 52.225-5, Trade Agreements (Nov 2012) (19 U.S.C. 2501, *et seq.*, 19 U.S.C. 3301 note).
- X (42) 52.225-13, Restrictions on Certain Foreign Purchases (June 2008) (E.O.'s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).
- ___ (43) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (Nov 2007) (42 U.S.C. 5150).
- ___ (44) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (Nov 2007) (42 U.S.C. 5150).
- X (45) 52.232-29, Terms for Financing of Purchases of Commercial Items (Feb 2002) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).
- ___ (46) 52.232-30, Installment Payments for Commercial Items (Oct 1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).
- X (47) 52.232-33, Payment by Electronic Funds Transfer—Central Contractor Registration (Oct 2003) (31 U.S.C. 3332).
- ___ (48) 52.232-34, Payment by Electronic Funds Transfer—Other than Central Contractor Registration (May 1999) (31 U.S.C. 3332).
- ___ (49) 52.232-36, Payment by Third Party (Feb 2010) (31 U.S.C. 3332).
- ___ (50) 52.239-1, Privacy or Security Safeguards (Aug 1996) (5 U.S.C. 552a).

52.247-28	Contractor's Invoices (APR 1984)
52.247-63	Preference for U.S.-Flag Air Carriers (JAN 1997)
52.248-1	Value Engineering (FEB 2000)

THE FOLLOWING FAR CLAUSES ARE PROVIDED IN FULL TEXT:

52.216-18 ORDERING (OCT 1995)

- (a) Any supplies and services to be furnished under this contract shall be ordered by issuance of task orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from date of award through base period or option periods if exercised. See Section 1, clause 2.
- (b) All task orders are subject to the terms and conditions of this contract. In the event of conflict between a task order and this contract, the contract shall control.
- (c) If mailed, a task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

52.216-19 ORDER LIMITATIONS (OCT 1995)

- (a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than **5 units**, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.
- (b) Maximum order. The Contractor is not obligated to honor--
 - (1) Any order for a single item in excess of **10,000 units**;
 - (2) Any order for a combination of items in excess of **50,000 units**; or
 - (3) A series of orders from the same ordering office within **3** days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.
- (c) If this is a requirements contract (i.e., includes the Requirement clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the

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SECTION 3 SOLICITATION PROVISIONS

FAR 52.212-1, Instructions to Offerors -- Commercial Items (FEB 2012) is incorporated by reference. (See SF-1449, block 27a).

ADDENDUM TO 52.212-1

A. Summary of instructions. Each offer must consist of the following:

A.1. **Volume I** – 2 copies, including the original

A completed solicitation, in which the SF-1449 cover page (blocks 12, 17, 19-24, and 30 as appropriate), and Sections 1 and 5 have been filled out.

A.2. **Volume II** – 4 copies, including the original

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Information demonstrating the offeror's/quoter's ability to perform, including:

- (1) Resume of a Project Manager (or other liaison to the Embassy/Consulate) who understands written and spoken English;
- (2) Evidence that the offeror/quoter operates an established business with a permanent address and telephone listing;
- (3) List and contact details of clients, for the last three (3) years demonstrating prior experience in handling property movement services, with relevant past performance information and references; to include:
 - (a) Customer's name, address, current telephone and fax numbers, e-mail address, name of customer's lead contract and technical personnel;
 - (b) Date of contract award, place (s) of performance, completion dates and contract peso value;
 - (c) Brief description of work, including responsibilities;
- (4) Evidence that the offeror/quoter can provide the necessary personnel, equipment, and financial resources (certified Financial statement describing your financial condition and capability, including the audited balance sheet, income statement and cash flow statement for the past two years) needed to perform the work;

ATTACHMENT 2

ORDER FOR SUPPLIES OR SERVICES (OF 347) AND ORDER FOR SUPPLIES OR
SERVICES SCHEDULE – CONTINUATION (OF 348)

PAGE	OF	PAGES
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1. DATE OF ORDER		2. CONTRACT NO. (If any)		6. SHIP TO:	
3. ORDER NO.		4. REQUISITION/REFERENCE NO.		a. NAME OF CONSIGNEE	
5. ISSUING OFFICE: (Address correspondence to)				b. STREET ADDRESS	
7. TO:				c. CITY	
				d. STATE	
a. NAME OF CONTRACTOR				e. ZIP CODE	
b. COMPANY NAME				f. SHIP VIA:	
c. STREET ADDRESS				8. TYPE OF ORDER	
d. CITY		e. STATE		f. ZIP CODE	
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE	

11. BUSINESS CLASSIFICATION <i>(Check appropriate box(es))</i> <input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS				12. F.O.B. POINT	
13. PLACE OF a. INSPECTION b. ACCEPTANCE		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE <i>(Date)</i>		16. DISCOUNT TERMS

17. SCHEDULE (See reverse for Rejections)							
ITEM NO. (a)	SUPPLIES OR SERVICES (b)		QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOT. (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME						
	b. STREET ADDRESS (or P.O. Box)						
	c. CITY			d. STATE	e. ZIP CODE		Text 17(j) GRAND TOTAL

23. NAME (Typed)

TITLE: CONTRACTING/ORDERING OFFICER

SUPPLEMENTAL INVOICING INFORMATION

If desired, this order (or a copy thereof) may be used by the Contractor as the Contractor's invoice, instead of a separate invoice, provided the following statement, (signed and dated) is on (or attached to) the order: "Payment is requested in the amount of _____ . No other invoice will be submitted." However, if the Contractor wishes to submit an invoice, the following information must be provided: contract number (if any), order number, item number(s), description of supplies or services, sizes, quantities, unit prices, and extended totals. Prepaid shipping costs will be indicated as a separate item on the invoice. Where shipping costs exceed \$10 (except for parcel post), the billing must be supported by a bill of lading or receipt. When several orders are invoiced to an ordering activity during the same billing period, consolidated periodic billings are encouraged.

RECEIVING REPORT

Quantity in the "Quantity Accepted" column on the face of this order has been: ☐ inspected, ☐ accepted, ☐ received by me and conforms to contract. Items listed below have been rejected for the reasons indicated.

SHIPMENT NUMBER	PARTIAL		DATE RECEIVED	SIGNATURE OF AUTHORIZED U.S. GOV'T REP.	DATE
	FINAL				
TOTAL CONTAINERS		GROSS WEIGHT	RECEIVED AT	TITLE	

REPORT OF REJECTIONS

ITEM NO.	SUPPLIES OR SERVICES	UNIT	QUANTITY REJECTED	REASON FOR REJECTION

ATTACHMENT 3

PROPERTY ISSUE OR TURN-IN RECEIPTS (DS-583; DS-584)

ATTACHMENT 6
RSO BIOGRAPHIC DATA FORM

Biographical Data Form for Contractual Hires
Diplomatic Security Investigative Unit (DSIU) 301-2661/301-2078

Full Name: _____
(Last) (First) (Middle)
Present Address: _____ Starting: _____
Provincial Address: _____ From: _____ To: _____
Tel. No: _____ Date of Birth: _____ Place of Birth: _____
Other Names Used: _____
(Maiden, Nickname, etc.)
Marital Status: _____ Name of Spouse: _____
Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____

RELATIVES (Parents, Brothers, Sisters, and In-Laws)

Name	Relationship	Nationality	Occupation	Present address in full

EMPLOYMENT HISTORY: (Current and Last Three Previous Employers)

<u>Position</u>	<u>Name & Address of Employer</u>	<u>Date</u>	<u>Reason for Leaving</u>

Have you ever been fired or forced to resign for any reason? (If yes, give details):

Have you ever been arrested or charged with any offense by the police or the military? (If yes, provide full details)

Are you now, or have you ever been, a member of any organization or association that advocates the overthrow of the United States Government by force or violence? (If yes, provide full details):

CERTIFICATION

I certify that the information above is true, complete, and correct, to the best of my knowledge.

Signature

Date

Please Submit the Following to DSIU – Room 138-B, NOX 1 Building

FIRST TIME BADGE AND RECORD CHECK

- Original copy of NBI clearance
- Original copy of Barangay clearance
- Original copy of Police clearance
- Biographic data sheet
- Cover memo from Employer/Section Head
- 2X2 photo

FOR BADGE RENEWALS ONLY

- Cover memo from Employer/Section Head
- Biographic data form
- 2x2 photo

ATTACHMENT 7

ESTIMATED VOLUME OF COMMONLY MOVED ITEMS

HMR VOLUME

Entry and Living Room	Cubic Feet
Sofa, 3-seater	55.08
Loveseat	43.98
Chair, Lounge, Wing, Tub, Recliner w/ Arm	26.68
Chair, Occasional, Lounge w/o Arm	17.00
Table, End	7.91
Table, Coffee	11.23
Table, Corner	9.46
Plasma Credenza	19.94
Bookcase, Tall	17.23
Bookcase, Low	10.63
Desk, writing	19.96
Chest, Hall	11.25
Table, Sofa	13.56
Table, Occ, Rd	6.12
Dining Room	Cubic Feet
Table, Dining, Rect	47.80
Pad, Dining Table, Rect	0.50
Extension Leaves, Dining, Rect	2.01
Pad, Extension Leaves, Dining, Rect	1.59
Table, Dining, Round	31.99
Pad, Extension Leaves, Dining, Round	0.26
Extension Leaves, Dining, Round	1.65
Chair, Dining w/ Arm	11.77
Chair, Dining w/o Arm	10.23
Server	15.99
China Cabinet, Top	26.71
China Cabinet, Base or Buffet Cabinet	19.82
Bedrooms	Cubic Feet
Headboard, Q	5.03
Bedframe, Q or T	0.04
Headboard, T	2.62
Mattress, Q	28.18
Mattress, T	15.88
Boxspring, Q	23.61
Boxspring, T	13.92
Table, Night, MBR	7.17
Table, Night, Secondary Bdrooms	5.96
Chest of Drawers	21.10
Dresser	22.10
Mirror, Big, MBR	1.41
Mirror, Small, Secondary Bdrooms	0.84

Lamps	Cubic Feet
Lamp, Desk	1.02
Lamp, Table, Ceramic	0.80
Lamp, Table, Trophy	1.02
Lamp, Floor	3.68
Carpets	Cubic Feet
6x9 carpet	0.33
9x12 carpet	0.65
12x15 carpet	0.91
Big Appliances	Cubic Feet
Refrigerator, 110V or 220V	30.83
Freezer, 110V or 220V	39.54
Washer, 110V or 220V	16.83
Washer/Dryer - Combo	26.04
Dryer, 110/220V or 220V	18.40
Range, Gas or Electric	21.60
Water Heater, 50 gal	15.00
Water Heater, 80 gal	18.30
Small Appliances	Cubic Feet
Air Purifier, 110V	1.89
Air Purifier, 220V	2.28
Microwave, 110V or 220V	1.94
Vaccum Cleaner, 110V, Uprt.	4.68
Vaccum Cleaner, 220V, Can.	2.99
Water Dispenser, FS	3.32
Water Dispenser, TT	1.82
Transformer, Step Down	0.29
Miscellaneous	Cubic Feet
Table, Kitchen	21.33
Chair, Kitchen	5.07
Table, Patio	22.13
Chair, Patio	10.11
Gas Tank Cyclinders	70.95
Ladder, 6 ft	0.27
Welcome Kit Box	21.05